

CERTIFICATION APPLICATION CHECKLIST

Montana CLG Certification Application Checklist

City or County:

Date submitted to State:

Jurisdiction:

Date approved by State:

1. Applicant meets the federal definition of local government and has authority to enforce acceptable legislation for the designation and protection of historic properties. ☐
2. Applicant has established a historic preservation Commission consisting of _____ members. This meets state procedure requirements for number of members.

There are _____ lay members.

There are _____ professional members qualified in the fields of _____

This meets state procedure requirements for professional membership. ☐

3. All Commission members have a demonstrated, positive interest, competence, or knowledge in historic preservation. ☐
4. Professional members of the Commission have been appointed to the extent available in the community, and we have reviewed resumes that document professional qualifications acceptable under the Secretary of the Interior's Historic Preservation Professional Qualification Standards. If not, the application satisfactorily documented an adequate search for the requisite professional members and how it will obtain access to expertise when needed. ☐
5. The role and responsibilities of the local government have been specified in detail in the enclosed agreement, including:
 - A. The four basic responsibilities:
 1. Enforcing federal, state, and local legislation of the designation and protection of historic resources. ☐
 2. Maintaining a system for survey and inventory of historic properties. ☐
 3. Providing for adequate public participation in the historic preservation program. ☐
 4. Reviewing National Register nominations through a qualified local Commission. ☐
 - B. Additional responsibilities:
 1. Required of all CLGs in Montana
 - a. Maintain adequate financial management systems. ☐
 - b. Adhere to all requirements of the Historic Preservation Fund Grants Manual. ☐
 - c. Adhere to public participation mandates of MCA 2-3-101 et seq. ☐
 - d. Adhere to any requirements mandated by Congress regarding use of federal historic preservation funds. ☐

e. Adhere to requirements outlined in the Montana Certified Local Government Manual issued by the State Historic Preservation Office. ☐

2. Requirements specific to this CLG (if any stipulated).

6. The CLG contact person, including title/position, mailing address, telephone number, fax number, and email address:

7. The Certification Agreement has been signed by SHPO and the Chief Elected Local Official: ☐

8. Any other information relevant to this application:

STATE REVIEWER:

Signature

Name and Title

Date